



Olive View-UCLA Medical Center
Job Opportunity
INTERMEDIATE TYPIST CLERK (ITC)
For
HIV/AIDS Program

Olive View-UCLA Medical Center is seeking a highly motivated, experienced individual to provide clerical support for our HIV/AIDS Program. Responsibilities will include, but not limited to clerical duties itemized below.

Essential Job Functions:

- + Greet and assist visitors
- + Ability to handle high volume of incoming phone calls
- + Appointment scheduling
- + Calling patients to remind appointments
- + Ordering supplies and equipment
- + Performs data entry
- + Prepare various mandatory reports
- + Coordinate educational conferences

Desirable Skills:

- + Excellent customer service
- + Strong organizational skills
- + Strong written and oral communication skills, with exceptional telephone etiquette
- + Knowledge of clerical office practices and procedures
- + Excellent interpersonal skills and ability to work with staff in various settings within the department
- + Proficient in Microsoft Office (i.e Word, Excel)
- + Ability to work independently in a fast-pace, high- volume work environment
- + Bilingual (Spanish) preferred
- + Ability to work independently and handle multiple assignments simultaneously

Interested applicants must be current and reachable on the Intermediate Typist Clerk certification list.

- + Please submit your cover letter, resume, performance evaluations and time records for the past two years to:

Susanna Mortimer, RN (smortimer@dhs.lacounty.gov)
The Nurse Recruitment and Retention Center-2C206
14445 Olive View Dr.
Sylmar, CA 91342
Phone: (818) 364-3317
Fax: (818) 364-3326
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WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET